

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 1 of 4

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**TITLE:** INTER-SERVICE AREA CONTRACTUAL  
**PROGRAMS**

**POLICY**  
**REFERENCE NUMBER:** 1-2-101

**DIVISION OF**  
**RESPONSIBILITY:** EXECUTIVE DIRECTOR

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**DATE OF LAST REVISION:** August 15, 1996

INTER-SERVICE AREA ACTIVITIES

**RATIONALE - For Projects Involving Technical Colleges Functioning In More Than One Service Area (Inter-Service Area Activities)**

There is a growing demand for single institution continuing education training contracts from State agencies, Federal agencies, and/or industrial/commercial companies. These programs often require multi-site training sessions extending statewide and consequently beyond the normal service area of the contracting institution. Understandably, the agencies are concerned about standardization of presentations and also prefer a single contractual process as opposed to multi-contract negotiations with several institutions.

Such activities should be appropriately coordinated with the technical college in each of the service areas involved; however, there has been no established Tech System policy in this regard.

It is imperative that procedures be inaugurated on a systemwide (Tech) basis to preclude any misunderstanding. The procedure should include sharing of information regarding such programs, and the assignment of responsibilities for related records keeping, MIS, and CEU reporting.

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 2 of 4

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For definition purposes, Inter-Service Area Activities are all activities conducted by a single institution which, due to the nature of the program and the agencies or organization requesting and funding it, are necessarily conducted at sites outside of the service area of that institution.

### INTER-SERVICE AREA CONTRACTUAL PROGRAMS

The procedures which follow relate to the noted types of training programs:

1. State agency training of a "one-time" short-term nature which can be most effectively conducted by a single resource person (or single group of resource persons) who travels or broadcasts to multiple designated training sites from one contracting technical college.
2. Multi-site training for a company in which a single program must be conducted at two or more in-state plants and can be most effectively performed as in Item One (1.) above. The instructional contract is administered by one technical college.
3. Federal agency training for a dispersed targeted audience which makes it most effective to conduct regional sessions, utilizing a single resource group from an individual technical college.

### PROCEDURES FOR INTER-SERVICE AREA CONTRACTUAL PROGRAMS

1. Prior to initiating any inter-service area activity, the potential contracting college must notify all potential host colleges. The contracting college that is planning an inter-service area activity will be responsible for the coordination of all activities directly and indirectly related to an inter-service area project. The host technical college may assume the role of co-sponsor during the implementation of programs in its respective service area.
2. The contracting institution shall provide the host technical college in each service area involved with all pertinent information as may be required by the Southern Association of Colleges and Schools. The host college has the prerogative of recording MIS information for headcount and CEU benefits or waiving this privilege to the contracting institution.

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 3 of 4

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3. A "Letter of Agreement" will be prepared and signed by the Presidents or the Presidents' designees of both colleges. It should contain all mutually agreed upon conditions relating to a specific program in a given service area. It should also include the decision of the host technical college as outlined in Item Two (2.) above. The participating college will retain copies of the "Letter of Agreement" and the contracting colleges will forward a copy to the Executive Director of the State Board for Technical and Comprehensive Education.
4. MIS and CEU records and reporting procedures will be accomplished in accordance with applicable existing procedures of the host technical college or those mutually agreed upon prior to the program and as delineated in the "Letter of Agreement."
5. When the proposed activity involves distance education, the □Letter of Agreement□ must include designated responsibilities for scheduling, broadcast quality, delivery of course materials, technical support, receive site technical/administrative/instructional support and library services.
6. In any situation in which the originating college and the host college(s) cannot reach mutual agreement, the Executive Director shall serve as the point of appeal to facilitate resolution of problem areas.

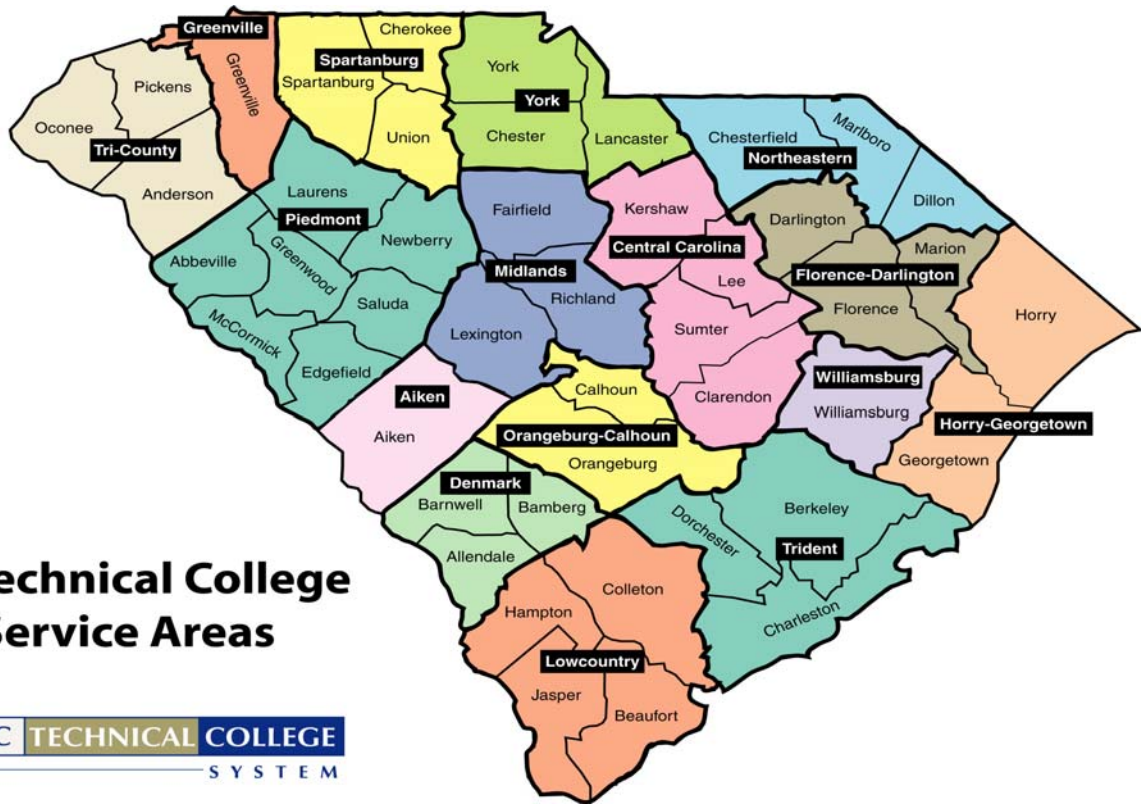
STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 1-2-101.1

PAGE: 4 of 4

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**SC Technical College  
Service Areas**

